

Payables Supplier Kit - U.S.

Payment Status Tracking

You can check payment status or submit payment-related questions via the **GEP Payment Status Tool** at www.payment-advice.com.

How to Submit an Invoice

Invoices must be sent to USAinvoice@exxonmobil.com. This e-mail is used only to receive invoices, other inquiries will **not** be monitored.

Important:

- Send only **one invoice** per e-mail. Any support documentation that you need to send with the invoice should be a separate file named **Attachment**.
- Invoice must not be encrypted or require a password to access. Special instructions submitted in the e-mail will not be monitored.
- Invoices must comply with the minimum invoice requirements described below. Invoices with missing or incorrect information **may be returned to the supplier**.
- When submitting invoices from purchase orders, it is recommended to submit a separate invoice for each purchase order to support fast and accurate payment processing.
- To submit invoices to ExxonMobil, you must have a vendor account. Please ask your ExxonMobil contact to ensure your account is created and up to date prior to submitting invoices.

Minimum Invoice Requirements:

- Invoice format:
 - Invoice must be in PDF machine readable document or TIFF file
 - Resolution 300 dpi
 - 1 invoice per PDF or TIFF file
 - 1 invoice per 1 e-mail
 - Invoice must not be encrypted or require password to access
 - Support documentation should be a separate file named Attachment.
 - E-mail cannot exceed 10MB
- Invoice details:
 - Document type title (e.g. invoice, credit note)
 - Invoice number
 - Invoice date
 - Invoice currency
 - Description of goods/services

- Purchase reference (PO #, SES #, or FSL #). If there is no PO number, you must provide the email address of the ExxonMobil business representative/client
 - Net amount (tax excluded)
 - Gross amount (tax included)
 - Tax rate(s) applied (f exempt or out of scope, please indicate)
 - Tax break-down per tax rate or exemption
 - Total tax amount
- Supplier details:
 - Your full company name
 - Your full company address
 - Electronic remittance information (Bank Account)
 - Bill must include:
 - ExxonMobil affiliate's full name (refer to the list below)
 - ExxonMobil company code (refer to list below)
 - ExxonMobil affiliate's full invoicing address

Bill to:

- **Company name**
(ExxonMobil affiliate you are doing business with)
- **Company code (co code)**
(Include label Co Code XXXX number, referencing the purchasing company)
- **Company address**
22777 Springwoods Village Pkwy
Spring, TX 77389-1425
- **Purchase reference (PO#, SES #, FSL #)**
EM business representative/client's e-mail address **(if no PO in place)**

Bill to example:

ExxonMobil Product Solutions Company - US Division
 Co Code 0102
 22777 Springwoods Village Pkwy
 Spring, TX 77389-1425
 Purchase Reference **or** EM business representative/client's e-mail address.

Company Name List – U.S.

Invoices must include an ExxonMobil company code (co code) or company name to be processed. If your system has a character limit, please use the company code.

Co Code	Company Name
0102	ExxonMobil Product Solutions Company - US Division
0117	ExxonMobil Product Solutions Company - a Division of Exxon Mobil Corporation
0137	Exxon Mobil Corporation - Headquarters
0152	ExxonMobil Chemical Services Americas Inc.
0156	Exxon Capital Ventures Inc.
0334	ExxonMobil Biomedical Sciences, Inc.
0379	Mobil Oil Expl & Prod Southeast Inc.
0557	ExxonMobil Product Solutions Company - Technology Division
0603	ExxonMobil Risk Management Inc.
0605	ExxonMobil Technology and Engineering Company
0608	Exxon Land Development, Inc.
0612	ExxonMobil Pipeline Company
0618	Petroleum Casualty Company
0748	Mobil Alaska Pipeline Company
0789	Ancon Insurance Company, Inc.
0910	ExxonMobil Technical Computing Company
0944	ExxonMobil Refining & Marketing.(Div. Of Exxon Mobil Corp)
0954	ExxonMobil Upstream Company (a division of Exxon Mobil Corporation)
0970	ExxonMobil Global Services Company
0980	ExxonMobil Global Projects Company
0985	ExxonMobil Development Company ExxonMobil Upstream Integrated Solutions Company
0988	ExxonMobil Upstream Company (a division of Exxon Mobil Corporation)
1024	Mobil Eugene Island Pipeline Co
1675	SeaRiver Maritime, Inc
1697	Exxon Mobile Bay Limited Partnership
1863	ExxonMobil Technology and Engineering Company
1979	ExxonMobil Lubricants Trading Company
2053	ExxonMobil Catalysts and Licensing LLC
2359	ExxonMobil LNG Supply LLC
2618	Mobil Pipe Line Company
2713	ExxonMobil Environmental and Property Solutions Company
2759	Palmetto Transoceanic LLC

2875	PTE Pipeline LLC
3063	Mobil Natural Gas Inc.
3472	ExxonMobil Alaska LNG LLC
3550	Mobil Pacific Pipeline Company
3583	Mobil Gas Services, Inc
3844	ExxonMobil Export Corporation
3851	ExxonMobil Oil Corp. - Denver Production
3855	ExxonMobil Oil Corp. - Expl & Prod Gen Ledger
3862	ExxonMobil Oil Corp. - Mktg & Ref U.S.
3864	ExxonMobil Oil Corp. - Petrochemicals Division
3865	ExxonMobil Oil Corp. - Chemical Coatings Div.
3869	ExxonMobil Oil Corp. - Mktg & Ref Int'l Gen Ledger
3965	ExxonMobil Product Solutions Company - NAG/MBX Division
4018	Mobil Prod Texas & N Mex Inc - Production HQ
4053	Mobil Chemical Products Intl Inc.
4058	ExxonMobil Sales and Supply LLC
4086	Mobil Petrochemical Sales & Supply Corporation
4226	ExxonMobil Alaska Production Inc.
4501	Mustang Pipe Line LLC
4812	ExxonMobil Product Solutions Co - Energy Products HQ
4813	ExxonMobil Product Solutions Co - Specialty Products HQ
4814	ExxonMobil Product Solutions Co - Global HQ
4817	ExxonMobil Product Solutions Company - Operations Americas HQ
4910	ExxonMobil Production Company - Production
4956	Exxon Mobil Corporation - Management Support Services
4958	ExxonMobil Corporation – Synthetic Fuels Dept
4960	ExxonMobil Corporation – Land Management Department
4991	ExxonMobil Process Research (Branch of Exxon Mobil Corporation)
5034	ExxonMobil Biomedical Science Inc.
5500	ExxonMobil Low Carbon Solutions Holdings LLC
5501	ExxonMobil Low Carbon Solutions Offshore Storage LLC
5502	ExxonMobil Low Carbon Solutions Onshore Storage LLC
5503	ExxonMobil Corporation - Low Carbon Solutions Branch
5511	ExxonMobil Low Carbon Solutions Hydrogen Production LLC
7187	Gulf Coast Growth Ventures LLC